

Office of the Attorney General
Human Resources
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JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

Deputy Attorney General Licensing Enforcement/Homeowner Protection Unit Consumer Protection Division

Job Duties:

- Responsible for all phases of litigation, including all necessary investigation, preparation and filing of pleadings, motions and briefs; consultations with clients, interviews witnesses, investigation of facts; appearances in court for all hearings and conferences; negotiation of settlements, bench and jury trials in state court.
- Provides effective and efficient delivery of legal services at court, and manages a large caseload. Returns phone calls within 24 hours.
- Prepares case files for all proceedings, timely documentation of all case activity in accordance with current accepted policies of office.
- Supervise work of assigned paralegal and investigators as necessary
- Maintains calendar and reports.
- Maintains and improves legal skills by attending seminars, conferences, and timely reading of recent case law, statutes, and applicable journals.
- Maintains a professional and positive relationship with peers, co-workers, outside agencies, board directors and board members, and the public.
- Cooperate with various agencies on a state and federal level in the investigation and prosecution of deceptive acts in connection with mortgage lending
- Work with Deputy Director to find ways to improve work processes to increase the efficiency and effectiveness of the Home Owner Protection Unit.
- Performs other duties and completes special projects as assigned.

Qualifications:

- Admitted to the Indiana Bar.
- Two years trial experience.
- Excellent communication skills, including ability to relate effectively to both lawyers and non-lawyers.
- Effective oral advocacy skills both in administrative hearings and court.
- Legal research and writing skills, with emphasis on clear, persuasive legal analysis.
- Ability to manage a large caseload. Strong ability to multi-task.

- Ability to advocate on behalf of the state at all aspects of case.
- Ability to work well with others.
- Proven ability as a self-starter.
- Proficient in computer skills.